



# Texas Department of Transportation

VEHICLE TITLES AND REGISTRATION DIVISION • AUSTIN, TEXAS 78779-0001 • (512) 465-7611

March 23, 2001

## Registration and Title Bulletin # 032-01

**TO:** All County Tax Assessor-Collectors

**SUBJECT:** Reports Available for Tracking Funds and Inventory

### PURPOSE

To provide a list of reports available for tracking funds and inventory through the Registration and Title System.

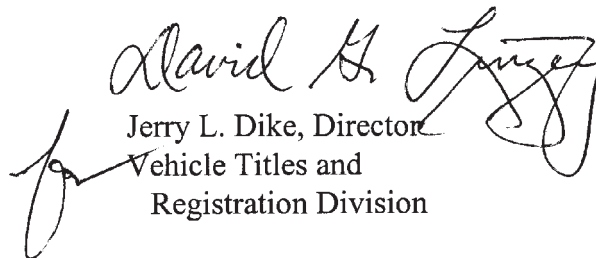
### DETAILS

Attached is a list of various events and reports available to enable you to verify funds and inventory. Please make this information available to all concerned parties. If you desire, you may share these reports with your county auditors.

### CONTACT(S)

If you have any questions or need additional information, please contact your local Vehicle Titles and Registration Regional Office or the Automation Customer Help Desk at 1-877-933-2020 or (512) 302-2020. Thank you very much.

Sincerely,

  
Jerry L. Dike, Director  
Vehicle Titles and  
Registration Division

Attachment

cc: TxDOT Audit Office

## **EVENTS AND REPORTS USED TO IDENTIFY AND TRACK COUNTY FUNDS AND INVENTORY**

**County Funds Remittance Event** – *Used to pay fees due to TxDOT.*

**Funds Inquiry Event** - *Allows county to view funds remittance reports before and after payment.*

**Funds Remittance Verification Report** – RTS.POS.2302 *Prints after completion of the funds remittance event showing fees paid.*

**Closeout for the Day** – RTS.POS.5213 *When run, this report will closeout the cash drawer and give totals.*

**Inventory Allocate Event/Report** – RTS.POS.3011 *Shows inventory that has been allocated.*

**Inventory Receive Event/Report** – RTS.POS.3021 *Lists inventory that has been received.*

**Inventory Inquiry Event/Report** – RTS.POS.3031 *Lists inventory on which an inquiry was performed.*

**Inventory Delete Event/ Report** – RTS.POS.3001 *Lists deleted inventory.*

**Inventory Items on Hold/Release Event/Report** – RTS.POS.3041 *Shows inventory that has been placed on hold.*

### **THE FOLLOWING FUNDS REPORTS ARE PRODUCED DURING THE NIGHTLY BATCH AND USED TO BALANCE CLOSEOUTS AND INVENTORY ISSUED.**

#### **County-Wide Batch Reports –**

**County-Wide Payment Type Report** – RTS.POS.5901 *Lists totals for all closeouts performed in main office and substations.*

**County-Wide Fees Report** – RTS.POS.5902 *Lists account item fee and quantity totals for closeout.*

**County-Wide Inventory Report** – RTS.POS.5903 *Lists inventory totals for closeout for main office and substations.*

#### **Substation Summary Batch Reports –**

**Substation Payment Type Report** – RTS.POS.5921 *Lists totals for all closeouts performed in substation.*

**Substation Fees Report** – RTS.POS.5922 *Lists account item fee and quantity totals for closeouts.*

**Substation Inventory Report** – RTS.POS.5923 *Lists inventory totals for substation.*

**Batch Title Package Report** – RTS.POS.5911 *Title transactions by workstation.*

**Batch Inventory Action Report (BIAR)** – RTS.POS.9901 *The BIAR runs automatically during nightly batch processing or may be run online. Part A of the BIAR lists inventory items that were not found on the database. Inventory items found in this section were overridden when issued by user. Part C lists voids and Part B shows reissued voided inventory. Part H lists any items that have been deleted.*

### **THE FOLLOWING MAINFRAME REPORTS ARE COMPILED AND DOWNLOADED TO THE COUNTY.**

**Funds Transaction** – RTS.ACC.4602 (Monday Registration, Title and IRP) *Lists transactions performed by county and regional office.*

**Funds Summary** – RTS.ACC.4603 (Monday Registration, Title and IRP) *Summarizes fees from Funds Transactions Report.*

**Funds Remittance** – RTS.ACC.4604 (Monday Registration, Title and IRP) *Shows fee splits and is used to pay fees due to TxDOT.*

**Apprehension Report** – RTS.ACC.5672 *If applicable, this report lists apprehended fees.*

**Sales Tax/Young Farmer** – RTS.ACC.4802 *Monthly report listing sales tax and tax penalties collected. Also includes any young farmer fees.*

**IN ADDITION TO THE PREVIOUS EVENTS AND REPORTS, THE FOLLOWING ARE AVAILABLE UPON REQUEST FROM VTR FOR USE IN RECONCILING COUNTY FUNDS AND INVENTORY.**

**Current Status** – RTS.POS.5212 *Allows the county to see totals since the last current status.*

**Detail Reports and Funds Balance Events**

**Payment Type Report** – RTS.POS.5211 *Includes the same information as closeout.*

**Transaction Reconciliation Report** – RTS.POS.5231 *Listing of completed transactions for closeout.*

**Fees Report** – RTS.POS.5241 *Lists account item fee and quantity totals.*

**Inventory Detail Report** – RTS.POS.5161 *Lists inventory that was used for a closeout.*

**Inventory Summary Report** – RTS.POS.5221 *Shows inventory totals.*

**Sales Tax Allocation Report** – RTS.POS.5061 *Gives sales tax totals to date for the current month.*

**Week to Date Cash Drawer Report** – RTS.ACC.4552 *Lists all cash drawer totals collected for one week.*

**Week to Date Fees Report** – RTS.ACC.4562, 4564, 4566, 4568 *Reports fees by account item and quantity including subcontractor and DTA, if applicable, for an entire week.*

**Month to Date Fees Report** – RTS.ACC.4582, 4584, 4586, 4588 *Reports fees by account item and quantity including subcontractor and DTA, if applicable for a month.*

**Year to Date Report Registration and Title Summary Report** – RTS.SUM.9352 *Lists account items descriptions with sold and voided counts. Shows breakdown of money split between county and TxDOT.*